

 <b>JUSTICE CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES:</b> <b>3-JTS-1C-07</b> <b>3-JDF-1C-05</b> <b>3-JCRF-1C-03</b> <b>1-JDTP-1C-07</b> <b>1-JBC-1C-06</b>
<b>CHAPTER: Administration</b>	<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Equal Employment Opportunity</b>	
<b>POLICY NUMBER: DJJ 106.6</b>	
<b>TOTAL PAGES: 2</b>	
<b>EFFECTIVE DATE: 12/01/2014</b>	
<b>APPROVAL: Bob D. Hayter</b>	
<b>,COMMISSIONER</b>	

## **I. POLICY**

The Department is committed to affirmative action to assure equal employment opportunity for all citizens. The Department shall comply with the Commonwealth of Kentucky Executive Branch Affirmative Action Plan and develop an agency Affirmative Action Plan.

## **II. APPLICABILITY**

This policy shall apply to all staff and applicants of the Department of Juvenile Justice.

## **III. DEFINITIONS**

Refer to Chapter 100.

## **IV. PROCEDURES**

- A. The Commonwealth of Kentucky Equal Employment Opportunity Policy Statements and the Justice and Public Safety Cabinet Policy Statements shall be posted conspicuously at each Department of Juvenile Justice office and facility.
- B. Equal Employment Opportunity (EEO), as well as opportunities for professional growth, shall be available to all applicants and employees regardless of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity, genetic information, political affiliation, or veteran status.
- C. In accordance with Commonwealth of Kentucky Executive Branch Affirmative Action Plan, all administrative managers and supervisors shall:
  1. Communicate the plan to all appropriate persons;

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2. Ensure compliance with the plan;
  3. Support the objectives and initiatives of the Commonwealth of Kentucky Executive Branch Affirmative Action Plan;
  4. Attend EEO Training and ensure staff EEO Training requirements are met; and
  5. Comply with EEO investigations.
- D. In accordance with the Commonwealth of Kentucky Executive Branch Affirmative Action Plan, staff shall follow and support the guidelines for EEO in the work place and participate with any EEO investigations.
- E. The Department shall appoint an EEO and ADA Coordinators. The EEO and ADA Coordinator shall manage the Department's compliance with the Commonwealth of Kentucky Executive Branch Affirmative Action Plan.
- F. Each office or facility shall have a designated EEO Counselor.
1. EEO Counselors shall attend EEO related trainings annually conducted through the Office of Diversity and Equality and the Department.
  2. The EEO Counselor shall provide assistance to the Department's EEO Coordinator in complaint resolution.
- F. All Department staff shall be advised of the name of the Department EEO Coordinator and the respective office or facility EEO Counselor.
- G. A staff who suspects or believes that they have been subject to EEO violation shall consult with the appropriate EEO Counselor or the Department EEO Coordinator.
- H. The Employee Grievance Procedure, as detailed in 101 KAR 1:375, may be used for the purpose of seeking internal resolution of EEO complaints. Copies of any grievances filed alleging discrimination shall be immediately forwarded by the recipient to the DJJ EEO Coordinator for tracking.
- I. Staff shall be notified of the right to pursue resolution of their EEO complaints with agencies outside of DJJ, irrespective of whether they have made use of internal procedures.
- J. Individuals filing an EEO complaint or assisting in an EEO investigation shall not be subject to retaliation in any manner.

## **V. MONITORING MECHANISM**

The EEO Coordinator shall review the agency's annually plan for changes within the state and federal guidelines. Supervisors shall ensure compliance on an on-going basis.